



U.S. Department of Education
NCES 2007-341

Secondary School Course Classification System: School Codes for the Exchange of Data (SCED)

Subject Area 14: Health Care Sciences (secondary)

Comprehensive

14001 Exploration of Health Care Occupations

Exploration of Health Care Occupations courses expose students to the variety of opportunities available within the health care industry (e.g., such as nursing, therapy, dental care, administrative services, and lab technology). These courses provide experiences in several of these occupational clusters, along with information and knowledge related to the health care industry as a whole.

14002 Health Care Occupations—Comprehensive

Health Care Occupations—Comprehensive courses provide students with an orientation to the health care industry and help refine their health care-related knowledge and skills. Topics covered usually include (but are not limited to) an overview of health care delivery; patient care, including assessment of vital signs, body mechanics, and diet; anatomy and physiology; identification and use of medical equipment and supplies; medical terminology; hygiene and disease prevention; first aid and CPR procedures; laboratory procedures; and ethical and legal responsibilities.

Therapeutic Services

14051 Nursing

Nursing courses place a special emphasis on the particular knowledge and skills required of nurses and/or nursing assistants and aides while covering general health care topics (i.e., patient care, anatomy and physiology, medical terminology, hygiene and disease prevention, first aid and CPR, and laboratory procedures). Topics covered typically include normal growth and development; bathing, feeding, dressing, and transporting patients; basic pharmacology; doctor, nurse, and patient relationships and roles; medical and professional ethics; death and dying; and care of various kinds of patients (e.g., chronically ill, children, new mothers, and so on).

14052 Nursing—LPN

Covering the same scope of topics as Nursing courses, Nursing—LPN courses delve into more depth in order to prepare students for the state's practical nurse licensing examination. Nursing—LPN courses offer the knowledge and experience needed to provide nursing care for patients of all ages, in various stages of sickness or health, and with a variety of disease conditions. Additional topics covered may include community health, nutrition, drug therapy and administration, and mental illness.

14053 Home Health Care

Home Health Care courses teach students how to care for individuals within their homes. Course content relates health care practices and procedures to the home environment, and typically includes patient care, comfort, and safety; anatomy and physiology; the prevention of disease and infection; nutrition and meal preparation; human relations; and first aid and CPR. Topics covered may also include therapy strategies, household management, and employability.

14054 Dental Science

Dental Science courses expose students to the tools, terminology, and procedures necessary for a career in the dental industry. Course content covers a wide range of topics and typically includes dental anatomy and terminology; the identification and use of dental equipment; dental pathologies and procedures; asepsis; dental laboratory procedures; emergency first aid; and the ethical and legal responsibilities of dental care workers. These courses often explore dental specialties and career options.

14055 Emergency Medical Technology

Emergency Medical Technology courses place a special emphasis on the knowledge and skills needed in medical emergencies. Topics typically include clearing airway obstructions, controlling bleeding, bandaging, methods for lifting and transporting injured persons, simple spinal immobilization, infection control, stabilizing fractures, and responding to cardiac arrest. The courses may also cover the legal and ethical responsibilities involved in dealing with medical emergencies.

14056 Surgical Technology

Surgical Technology courses emphasize the care and needs of patients undergoing surgery while covering general health care topics (i.e., patient care, anatomy and physiology, medical terminology, hygiene and disease prevention, first aid and CPR, and laboratory procedures). In keeping with that focus, topics may include operation room materials, tools, and procedures; aseptic surgical techniques; preparation and handling of surgical instruments; efficiency in the operating room; and the roles of various medical personnel who are present during surgery.

14057 Vision Care

Vision Care courses expose students to the tools, terminology, and procedures necessary for a career in the optometric or optic field. Vision Care courses typically include the physics of light and refraction; the anatomy, physiology, and terminology associated with the eyes; identification and use of optometric and/or optical equipment; optical procedures; human relations; and the ethical and legal responsibilities of vision care workers.

14058 Optometrics

Optometrics courses provide students with the knowledge, ability, and experiences to prepare, assemble, and/or fit corrective lenses prescribed by a physician or optometrist. Topics covered may include layout and marking, cutting and chipping, edging and beveling, inspection, alignment, dispensing, and selection of eyewear.

14059 Gerontology

Gerontology courses provide students with knowledge and understanding of the processes of adult development and aging. Topics covered may include the study of the biological, economic, psychological, social, and health/fitness aspects of the aging process.

14060 Physical Therapy

Physical Therapy courses provide students with the knowledge and skills necessary to work with patients who need to achieve and maintain functional rehabilitation and to prevent malfunction or deformity. Topics covered typically include therapeutic exercises and activities (such as stretching and strengthening), how to train patients to perform the activities of daily living, the use of special equipment, and evaluation of patient progress.

14061 Respiratory Therapy

Respiratory Therapy courses provide students with the knowledge and skills necessary to work with patients who have breathing or other cardiopulmonary difficulties or disorders. Topics covered typically include identifying deficiencies and abnormalities of the cardiopulmonary system, understanding the various methods of therapies, and understanding how to use special equipment.

14062 Care of Athletes

Care of Athletes courses provide students with the knowledge and skills to understand and perform therapeutic tasks that would be designated by an athletic or fitness trainer. Topics covered may include taping and bandaging, proper use of protective padding, treatment modalities, anatomy and physiology, and medical terminology. Students may learn to measure cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition, and blood pressure. More advanced topics may include injury assessment, the phases of healing, and the use of exercise and equipment to help in the reconditioning of injured athletes.

14063 Particular Topics in Therapeutic Services

These courses examine particular topics in medical therapeutic services other than those already described.

14097 Therapeutic Services—Independent Study

Therapeutic Services—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to therapeutic services. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

14098 Therapeutic Services—Workplace Experience

Therapeutic Services—Workplace Experience courses provide students with work experience in fields related to therapeutic services. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

14099 Therapeutic Services—Other

Diagnostic Services

14101 Dental Laboratory Technology

Dental Laboratory Technology courses expose students to the principals, tools, terminology, and procedures necessary for a career in a dental laboratory. These courses typically cover many of the same topics as Dental Science, but emphasize making mouth guards, taking impressions, creating various types of dental molds and models, and fabricating prostheses and dental appliances.

14102 Medical Lab Technology

Medical Lab Technology courses provide students with the knowledge and skills necessary for employment in health care-related laboratories. Topics include basic principles of anatomy and physiology, relevant concepts in microbiology and chemistry, and laboratory techniques (including preparation and analysis of various cultures and specimens). The courses may also cover such components as venipuncture, EKG, and CPR procedures.

14103 EKG Technology

In EKG Technology courses, students acquire the knowledge and skills to perform electrocardiograph activities and learn about the cardiovascular system (including its function, diseases, and rhythms); EKG machinery; and the use of drugs and their effects. These courses usually include general health care topics as well, such as basic anatomy and physiology, patient care, first aid and CPR, identification and use of medical equipment, and medical terminology.

14104 Phlebotomy

In Phlebotomy courses, students acquire knowledge, skills, and experiences related to the drawing of blood and typically learn about such topics as infection control, sterilization practices, medical/hospital procedures and environments, diagnostic procedures, and the process of drawing blood.

14105 Particular Topics in Diagnostic Services

These courses examine particular topics in diagnostic services other than those already described.

14147 Diagnostic Services—Independent Study

Diagnostic Services—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics related to diagnostic services. Independent Study courses may provide students with an opportunity to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

14148 Diagnostic Services—Workplace Experience

Diagnostic Services—Workplace Experience courses provide students with work experience in fields related to diagnostic services. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

14149 Diagnostic Services—Other**Health Information****14151 Medical/Clerical Assisting**

Medical/Clerical Assisting courses enable students to develop knowledge and skills that combine the medical and clerical fields. Students typically develop skills such as patient exam preparation, assessment of vital signs, routine lab procedures, medical transcription, financial accounting, patient and insurance company billing, and record-keeping.

14152 Pharmacy Assisting

Pharmacy Assisting courses emphasize the knowledge and skills necessary to assist a pharmacist or pharmacy technician. Course topics and experiences enable students to understand medical terminology, keep and maintain records, label medications, perform computer patient billing, perform stock inventory, and order supplies. These courses also emphasize pharmaceutical classification, drug interactions, and interpersonal/communication skills.

14153 Medical Office Procedures

Medical Office Procedures courses expose students to clerical knowledge, abilities, and procedures as they apply to the medical field. These courses typically include (but are not limited to) topics such as medical transcription, medical insurance, financial accounting, scheduling, and patient record-keeping. Medical terminology and routine medical procedures are covered to provide a context for clerical duties.

14154 Medical Terminology

In Medical Terminology courses, students learn how to identify medical terms by analyzing their components. These courses emphasize defining medical prefixes, root words, suffixes, and abbreviations. The primary focus is on developing both oral and written skills in the language used to communicate within health care professions.

14155 Particular Topics in Health Information

These courses examine particular topics in health Information other than those already described.

14197 Health Information—Independent Study

Health Information—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics related to health information systems. Independent Study courses may provide students with an opportunity to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

14198 Health Information—Workplace Experience

Health Information—Workplace Experience courses provide students with work experience in fields related to health information. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

14199 Health Information—Other**Support Services****14201 Central Service Technology**

Central Service Technology courses provide students with knowledge and skills related to the procurement, handling, storage, and distribution of sterile goods and equipment. Course components usually include quality assurance, infection control and isolation techniques, medical terminology and processes, decontamination and sterilization, microbiology, and chemistry.

14202 Health Support Services

Health Support Services courses provide students with knowledge and skills to be used in activities that support patients' primary health care, such as counseling, health education, disease management, and risk reduction. Because support services can be widely defined, course topics typically also include general health care, such as anatomy and physiology, medical terminology, first aid and CPR procedures, and ethical and legal responsibilities.

14203 Health Unit Coordination

Health Unit Coordination courses provide students with instruction and experiences so that they can manage components of nonpatient care activities in health care facilities. Topics covered usually include medical terminology, transcription, and general reception duties and responsibilities; record-keeping; and stocking medical and office supplies and equipment.

14204 Particular Topics in Health Support Services

These courses examine particular topics in health support services other than those described.

14247 Health Support Services—Independent Study

Health Support Services—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics related to health support services. Independent Study courses may provide students with an opportunity to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

14248 Health Support Services—Workplace Experience

Health Support Services—Workplace Experience courses provide students with work experience in careers related to health support services. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

14249 Health Support Services—Other**Health Sciences****14251 Health Science**

Health Science courses integrate chemistry, microbiology, chemical reactions, disease processes, growth and development, and genetics with anatomy and physiology of the body systems. Typically, these courses reinforce science, mathematics, communications, health, and social studies principles and relate them to health care.

14252 Biotechnology

Biotechnology courses involve the study of the bioprocesses of organisms, cells, and/or their components and enable students to use this knowledge to produce or refine products, procedures, and techniques. Course topics typically include laboratory measurement, monitoring, and calculation; growth and reproduction; chemistry and biology of living systems; quantitative problem-solving; data acquisition and display; and ethics. Advanced topics may include elements of biochemistry, genetics, and protein purification techniques.

14253 Pharmacology

Pharmacology courses involve a study of how living animals can be changed by chemical substances, especially by the actions of drugs and other substances used to treat disease. Basic concepts of physiology, pathology, biochemistry, and bacteriology are typically brought into play as students examine the effects of drugs and their mechanisms of action.

14254 Particular Topics in Health Sciences

These courses examine particular topics in health sciences other than those already described.

14297 Health Sciences—Independent Study

Health Sciences—Independent Study courses, often conducted with instructors as mentors, enable students to explore health-related topics of interest. Independent Study courses may provide students with an opportunity to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

14298 Health Sciences—Workplace Experience

Health Sciences—Workplace Experience courses provide students with work experience in fields involving the health sciences. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

14299 Health Sciences—Other**All Others****14995 Health Care Sciences—Aide**

Health Care Sciences—Aide courses offer students the opportunity to assist instructors in preparing, organizing, or delivering course curricula. Students may provide tutorial or instructional assistance to other students.

14997 Health Care Sciences—Independent Study

Health Care Sciences—Independent Study courses, often conducted with instructors as mentors, enable students to explore health-related topics of interest. Independent Study courses may provide students with an opportunity to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

14998 Health Care Sciences—Workplace Experience

Health Care Sciences—Workplace Experience courses provide students with work experience in the health care industry. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

14999 Health Care Sciences—Other

Subject Area 16: Hospitality and Tourism (secondary)

16001 Exploration of Hospitality Careers

Exploration of Hospitality Careers courses survey a wide array of topics while exposing students to the variety of career opportunities in hospitality fields (such as food service, lodging, tourism, and recreation). These courses serve to introduce students to the general field of hospitality, providing an opportunity to identify a focus for continued study.

Restaurant, Food and Beverage Services

16051 Exploration of Restaurant, Food, and Beverage Services

Exploration of Restaurant, Food, and Beverage Services courses provide students with an overview of the restaurant, food, and beverage service industry. Topics covered include industry terminology, the history of restaurant, food, and beverage services, introduction to marketing, and the various careers available in the industry.

16052 Restaurant, Food, and Beverage Services—Comprehensive

Restaurant, Food, and Beverage Services—Comprehensive courses provide students with knowledge and skills related to commercial and institutional food service establishments. Course topics range widely, but usually include sanitation and safety procedures, nutrition and dietary guidelines, food preparation (and quantity food production), and meal planning and presentation. Restaurant, Food, and Beverage Service courses may include both “back-of-the-house” and “front-of-the-house” experiences, and may therefore also cover reservation systems, customer service, and restaurant/business management.

16053 Food Service

Food Service courses provide instruction regarding nutrition, principles of healthy eating, and the preparation of food. Among the topics covered are large-scale meal preparation, preserving nutrients throughout the food preparation process, use and care of commercial cooking equipment, food storage, advances in food technology, sanitation, management, and the careers available in the food service industry.

16054 Nutrition and Food Preparation

Nutrition and Food Preparation courses provide students with knowledge and skills about food preparation and/or production, with a strong emphasis on nutrition, balanced diets, and satisfying special dietary needs. Topics typically include assessing nutrient content, the science of food and nutrition, physiology and utilization of nutrients. Course content may also cover additives, contaminants, food-borne illnesses, and food technology.

16055 Restaurant Management and Operations

Restaurant Management and Operations courses provide students with knowledge and skills related to commercial and institutional food service establishments, with an emphasis on management. Course topics therefore include guest service and relationships, planning, resource management, and other topics related to managing and operating restaurants.

16056 Culinary Art Specialty

Culinary Art Specialty courses provide instruction in a particular type of cooking or culinary style. Examples of such specialty fields include baking, creating and decorating wedding cakes, Middle Eastern cuisine, and so on. These courses emphasize skills specific to the type of culinary art being studied.

16057 Particular Topics in Restaurant, Food, and Beverage Services

These courses examine specific topics related to Restaurant, Food, and Beverage Services, such as catering, rather than provide a general study of the industry or of specific topics already described.

16097 Restaurant, Food, and Beverage Services—Independent Study

Restaurant, Food, and Beverage Services—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest within the restaurant, food, and beverage services industry. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

16098 Restaurant, Food, and Beverage Services—Workplace Experience

Restaurant, Food, and Beverage Services—Workplace Experience courses provide work experience in fields related to restaurant, food, and beverage services. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

16099 Restaurant, Food, and Beverage Services—Other**Lodging****16101 Exploration of Lodging Careers**

Exploration of Lodging Careers courses provide an overview of the lodging industry. Topics covered include lodging terminology, the history of lodging, introduction to marketing, and the various careers available in the lodging industry.

16102 Lodging—Comprehensive

Lodging—Comprehensive courses introduce students to the lodging industry and refine their related knowledge and skills. Topics covered typically include property management, guest psychology and relationships, lodging operations, food and beverage services, and other topics related to support services within the lodging industry.

16103 Institutional Maintenance

Institutional Maintenance courses present the knowledge and skills required for service work within institutions. Topics covered typically include housekeeping and laundry services, care and cleaning of facilities, and safety and sanitation procedures, in addition to career opportunities, business responsibilities, and other types of ongoing maintenance.

16104 Particular Topics in Lodging

These courses examine specific topics in lodging such as convention planning or hotel management rather than provide a general study of the industry or of specific topics already described.

16147 Lodging—Independent Study

Lodging—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest within the lodging industry. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

16148 Lodging—Workplace Experience

Lodging—Workplace Experience courses provide work experience in fields related to lodging. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

16149 Lodging—Other**Travel and Tourism****16151 Introduction to Travel and Tourism**

Introduction to Travel and Tourism courses provide an overview of the travel and tourism industry. Topics covered in this course may include travel and tourism terminology, the history of travel, introduction to marketing, and the various careers available in travel and tourism.

16152 Travel and Tourism—Comprehensive

Travel and Tourism—Comprehensive courses provide the knowledge and skills necessary to work in the travel industry such as sales techniques, marketing principles, and entrepreneurial skills. Additional skills learned in these courses typically include travel agency procedures, airline reservation systems, public relations, hotel/motel registration systems and services, and conference and convention planning.

16153 World Travel and Tourism

World Travel and Tourism courses provide the knowledge and skills necessary to work in the travel industry, with a focus on travel outside of the United States. Topics covered may include geography of the continents; customs, cultures, and tourist destinations in other countries; special documentation needed for international travel; and planning events to client specifications.

16154 Eco-tourism

Eco-tourism courses provide the knowledge and skills necessary to work in the travel industry, with particular attention paid to conservation and environmental issues surrounding travel and tourism. Topics covered may include recreational opportunities related to on- and off-site attractions and environmental and ecological principles.

16155 Particular Topics in Travel and Tourism

These courses examine specific topics in travel and tourism such as the airline reservation and ticketing system rather than provide a general study of the industry or of specific topics already described.

16197 Travel and Tourism—Independent Study

Travel and Tourism—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest within the travel and tourism industry. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

16198 Travel and Tourism—Workplace Experience

Travel and Tourism—Workplace Experience courses provide work experience in fields related to travel and tourism. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

16199 Travel and Tourism—Other

Recreation, Amusement and Attractions

16201 Exploration of Recreation, Amusement, and Attractions

Exploration of Recreation, Amusement, and Attractions courses provide an overview of the recreation industry. Topics covered in this course may include industry terminology; the history of recreation, amusement, and attractions; introduction to marketing; and the various careers available in the industry.

16202 Recreation, Amusement, and Attractions—Comprehensive

Recreation, Amusement, and Attractions—Comprehensive courses provide students with the attitudes, skills, and knowledge needed for employment in theme parks, attractions and outdoor recreation facilities, exhibitions, and event planning. Topics covered may include planning trade shows, fairs, and conferences; outdoor recreation and management; financial transactions; salesmanship; guest services and satisfaction; culture and customs; computer and industry technology; eco-tourism; client information; and planning specialized events while incorporating themes, timelines, budgets, target audiences, agendas, and public relations.

16203 Particular Topics in Recreation, Amusement, and Attractions

These courses examine specific topics in recreation, amusement, and attractions such as local opportunities rather than provide a general study of the industry.

16247 Recreation, Amusement, and Attractions—Independent Study

Recreation, Amusement, and Attractions—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest within the recreation, amusement, and attractions industry. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

16248 Recreation, Amusement, and Attractions—Workplace Experience

Recreation, Amusement, and Attractions—Workplace Experience courses provide work experience in fields related to recreation, amusement, and attractions. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

16249 Recreation, Amusement, and Attractions—Other

All Others

16995 Hospitality and Tourism—Aide

Hospitality and Tourism—Aide courses offer students the opportunity to assist instructors in preparing, organizing, or delivering course curricula. Students may provide tutorial or instructional assistance to other students.

16997 Hospitality and Tourism—Independent Study

Hospitality and Tourism—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest within the hospitality and tourism industry. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

16998 Hospitality and Tourism—Workplace Experience

Hospitality and Tourism—Workplace Experience courses provide work experience in fields related to hospitality and tourism. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

16999 Hospitality and Tourism—Other

Subject Area 19: Human Services (secondary)

19001 Human Services Career Exploration

Human Services Career Exploration courses introduce and expose students to the career opportunities pertaining to the provision of personal and consumer services for other human beings. Course topics vary and may include (but are not limited to) caring for others, education, cosmetology, apparel/textiles, entrepreneurship, labor laws, and customer service. Course activities depend upon the careers being explored.

Child and Elder Care

19051 Child Care

Child Care courses provide students with knowledge about the physical, mental, emotional, and social growth and development of children from birth through childhood. Main topics include the fundamentals of working with infants, toddlers, and older children; providing healthy environments; evaluating child care settings; and the practices, regulations, and opportunities in the child care industry. Often, Child Care courses provide students with practical experience in a child care center. Advanced topics may include various learning theories; development of activities; operation of a child care center; recognition of childhood diseases, abuse, and neglect; and first aid/emergency training.

19052 Child Development

Child Development classes provide students with knowledge about the physical, mental, emotional, and social growth and development of children from conception to pre-school age, emphasizing the application of this knowledge in child care settings. These courses typically include related topics such as the appropriate care of infants, toddlers, and young children.

19053 Elder Care

Elder Care courses emphasize the care of human beings as they grow older. These courses involve the study of the biological, physiological, social, and psychological needs and concerns of the elderly, and deal with the aging process, death, and dying in a realistic manner. Elder Care courses may cover work and personal habits appropriate to the field, and may also offer the opportunity to explore various careers.

19054 Caregiving Service

Caregiving Service courses emphasize the care of human beings who are unable or who need assistance to care for themselves. These courses involve the study of the biological, physiological, social, and psychological needs and concerns of young children, the elderly, and/or the disabled. Additional topics may include planning daily routines; appropriate environments and activities; growth and aging processes; and techniques for managing a center or working in others' homes.

19055 Particular Topics in Child and Elder Care

These courses examine specific topics related to child and elder care, such as regulations of the industry or caring for people with special needs, rather than providing a general study of child and elder care.

19097 Child and Elder Care—Independent Study

Child and Elder Care—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to child and elder care. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

19098 Child and Elder Care—Workplace Experience

Child and Elder Care—Workplace Experience courses provide students with work experience in fields related to caring for others. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

19099 Child and Elder Care—Other**Cosmetology****19101 Cosmetology—Licensing**

Cosmetology—Licensing courses provide students with the knowledge and skills applicable to the care of hair, skin, and nails, and prepare students for the state's Board of Cosmetology examinations. Almost always a series of courses with a specified number of instructional hours, Cosmetology—Licensing courses also require applied experience. Course content covers such topics as human anatomy and skin conditions, chemistry and bacteriology, sanitation and sterilization, state laws and regulations, and shop management. These courses provide students with experiences in shampooing, cutting, styling, bleaching, coloring, tinting, waving, and relaxing hair and providing facials and manicures.

19102 Barbering

Barbering courses provide students with the skills and experience to shave, style, and trim mustaches and beards and to cut, shampoo, and style hair. Course topics include hygiene, skin and scalp disease, and use of equipment. Barbering courses may aim to prepare students for the state's licensing examinations, and may include topics similar to those included in Cosmetology courses.

19103 Hair Styling

Hair Styling courses provide students with the skills and experience to cut, shampoo, and style hair. Course topics include hygiene, skin and scalp disease, and use of equipment. These courses provide students with experiences in shampooing, cutting, styling, bleaching, coloring, tinting, waving, and relaxing hair.

19104 Cosmetology—Non-licensing

Cosmetology—Non-licensing courses provide students with the knowledge and skills applicable to the care of hair, skin, and nails, but do not necessarily prepare students for the state's Board of Cosmetology examinations. Students gain experience in hair care, facials, and manicures; course topics usually include human anatomy, sanitation and sterilization, and related chemistry and bacteriology. Shop management and state regulations may also be included.

19105 Cosmetology—Nail Specialization

Cosmetology—Nail Specialization courses offer students experience in providing manicures, pedicures, and nail extension treatments. These courses may also include topics such as hygiene, entrepreneurship, human relations, and other related subject matter.

19106 Cosmetology—Facial Specialization

Cosmetology—Facial Specialization courses offer students information and experience related to skin care, the provision of facials, make-up application, and facial massage. These courses may also include topics such as hygiene and sanitation, human anatomy and skin conditions, entrepreneurship, and/or human relations.

19107 Particular Topics in Cosmetology

These courses examine specific topics related to cosmetology not otherwise described, such as electrolysis, rather than providing a general study.

19147 Cosmetology—Independent Study

Cosmetology—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to cosmetology. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

19148 Cosmetology—Workplace Experience

Cosmetology—Workplace Experience courses provide students with work experience in the cosmetology field. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

19149 Cosmetology—Other

Education

19151 Teaching Profession

Teaching Profession courses introduce students to the principles underlying teaching and learning, the responsibilities and duties of teachers, and the techniques of imparting knowledge and information. These courses typically expose students to and train them in classroom management, student behavior, leadership and human relations skills, assessment of student progress, teaching strategies, and various career opportunities in the field of education.

19152 Educational Methodology

Educational Methodology courses prepare students to teach and guide others. These courses typically provide opportunities for students to develop their own teaching objectives, to design lesson plans, and to experience teaching in a controlled environment. Students examine and practice teaching strategies, learning styles, time management and planning strategies, presentation and questioning skills, classroom management, and evaluation techniques.

19153 Early Childhood Education

Early Childhood Education courses address child development, care, and education issues, so that students can guide the development of young children in an educational setting. Study typically includes planning and implementing developmentally appropriate activities, basic health and safety practices, and legal requirements for teaching young children.

19154 Particular Topics in Education

These courses examine specific topics in education other than those already described, such as management of school-age children, rather than providing a general study of the teaching profession.

19197 Education—Independent Study

Education—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to education. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

19198 Education—Workplace Experience

Education—Workplace Experience courses provide students with work experience in fields related to education. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

19199 Education—Other

Apparel and Furnishings

19201 Clothing and Textiles

Clothing and Textiles courses introduce students to and expand upon the various aspects of apparel, garment construction, and the textile industry, conveying the commercial application of design principles, production processes, and maintenance techniques. These courses usually address the selection, characteristics, care, and repair of various textiles; operation and care of commercial sewing machines; design, construction, and production of fabrics and/or garments; and career opportunities in the garment or textile industry.

19202 Clothing/Textile Maintenance

Clothing/Textile Maintenance courses provide students with the knowledge and skills to clean, care for, and maintain clothing and textiles. Course topics typically include dry cleaning and laundering techniques, identifying fabrics and the optimal cleaning agents and processes, instruction in altering and repairing garments, and the safe use of the equipment, tools, and agents.

19203 Apparel Construction

Apparel Construction courses provide students with the knowledge and skill to construct, alter, and repair clothing and textile products. Course topics typically include taking measurements, creating and preparing patterns, and various sewing techniques; topics may also include customer service, fashion design principles, and business management. These courses may also offer specialized knowledge in a particular type of garment.

19204 Apparel and Textile Services

Apparel and Textile Services courses introduce students to and expand upon various services that concern the care and maintenance of apparel, textiles, and furnishing. Course topics may include upholstery, dry cleaning, commercial sewing, and tailoring.

19205 Home Furnishing

Home Furnishing courses provide students with basic knowledge regarding furnishing and decorating home environments. While exploring design principles, personal needs and style, and decision-making, students may also explore the following topics: color, texture, furniture styles and arrangement, lighting, window treatments, floor and wall coverings, and home improvement/modification. Home Furnishing courses may also cover architectural style and design and take a larger look at housing problems or current housing issues.

19206 Home Furnishings Production

Home Furnishings Production courses enable students to plan, select, and construct upholstery, slip covers, draperies and other window treatments, and other home accessories. Some courses may emphasize upholstery exclusively. Course content typically includes proper use of equipment, interior decorating principles, and employability skills.

19207 Particular Topics in Apparel and Furnishings

These courses examine specific topics in apparel and furnishings other than those already described, such as tailoring or shoe repair, rather than providing a general study.

19247 Apparel and Furnishings—Independent Study

Apparel and Furnishings—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to apparel, textiles, and furnishings. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

19248 Apparel and Furnishings—Workplace Experience

Apparel and Furnishings—Workplace Experience courses provide students with work experience in fields related to apparel, textiles, and furnishings. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

19249 Apparel and Furnishings—Other**All Others****19995 Human Services—Aide**

Human Services—Aide courses offer students the opportunity to assist instructors in preparing, organizing, or delivering course curricula. Students may provide tutorial or instructional assistance to other students.

19997 Human Services—Independent Study

Human Services—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to providing human services. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

19998 Human Services—Workplace Experience

Human Services—Workplace Experience courses provide students with work experience in a field related to the provision of human services. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

19999 Human Services—Other

Staff Assistance

22051 Office Aide

Office Aide courses provide students with the opportunity to work in campus offices, developing skills related to clerical office work. Duties may include typing, filing, record-keeping, receiving visitors, answering the telephone, and duplicating, among others. These courses emphasize appropriate work attitudes, human relations, and proper office procedures.

22052 Guidance Aide

Guidance Aide courses provide students with the opportunity to work in the campus guidance office. Duties may include typing, filing, record-keeping, assisting students, answering the telephone, and duplicating, among others. Students may also act as guides to new students. These courses emphasize appropriate work attitudes, human relations, and proper office procedures.

22053 Library/AVC Aide

Library/AVC Aide courses provide students with the opportunity to work in the library or in media and audiovisual centers. Duties may include collecting, distributing, and categorizing materials; operating audiovisual equipment; assisting students and teachers; and performing clerical duties. Students typically gain experience in library science and/or media and audiovisual technology.

22054 Tutoring Practicum

Tutoring Practicum courses provide students with the opportunity to offer tutorial assistance to their peers or to younger students. After an initial training period during which students learn how to work with other students and how to make use of the available resources (e.g., staff, written material, audiovisual aids, and so on), students engage in tutoring and assisting others who need or request help.

School Organization/Leadership

22101 Leadership

Leadership courses are designed to strengthen students' personal and group leadership skills. Typically intended for students involved in extracurricular activities (especially as officers of organizations or student governing bodies), these courses may cover such topics as public speaking, effective communication, human relations, parliamentary law and procedures, organization and management, and group dynamics.

22102 School Orientation

School Orientation courses provide students with an introduction to the culture of their school so that they understand staff expectations and the school's structure and conventions. These courses may vary widely according to the philosophy, aims, and methods of each school.

22103 School Governance

School Governance courses convene students as an entire student body to discuss common concerns, organize groups for action, make decisions, and solve school-related problems. Because of the nature of these courses, they are typically offered at private, alternative, or experimental schools.

22104 Community Service

Community Service courses provide students with the opportunity to volunteer their time, energy, and talents to serve a community project or organization. These courses are usually (but not always) conducted with a seminar component, so that students can use their volunteer experiences to learn how to solve problems, make decisions, and communicate effectively.

22105 Values Clarification

Values Clarification courses enable students to explore individual and societal actions and implications in order to help them develop personal values and make decisions about their lives. Examples of discussion topics include philosophy and religion, world resource allocation, genetic engineering, environmental issues, and death-related issues (euthanasia, suicide, and abortion).

22106 Seminar

Seminar courses vary widely, but typically offer a small peer group the opportunity to investigate areas of interest. Course objectives may include improvement of research and investigatory skills, presentation skills, interpersonal skills, group process skills, and problem-solving and critical-thinking skills. Seminars aimed at juniors and seniors often include a college and career exploration and planning component.

Career Exploration/Development**22151 Career Exploration**

Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.

22152 Employability Skills

Employability Skills courses help students match their interests and aptitudes to career options with a focus on using employment information effectively, acquiring and improving job-seeking and interview skills, composing job applications and resumes, and learning the skills needed to remain in and advance within the workplace. Course content may also include consumer education and personal money management topics.

22153 Diversified Occupations

Diversified Occupations courses help students enter the workforce through career exploration, job search and application, and the development of positive work attitudes and work-related skills. These courses typically cover such topics as career planning and selection, money management, communication skills, interpersonal business relationships and behaviors, and personal responsibility. Employment may be a required component of these courses, or students may be required to enroll concurrently in a work experience course.

Family and Consumer Science**22201 Family and Consumer Science—Comprehensive**

Family and Consumer Science—Comprehensive courses are inclusive studies of the knowledge and skills that are useful for the efficient and productive management of the home. Course topics typically include foods and nutrition; clothing; child development and care; housing design, decoration, and maintenance; consumer decisions and personal financial management; and interpersonal relationships.

22202 Food and Nutrition

Food and Nutrition courses provide students with an understanding of food's role in society, instruction in how to plan and prepare meals, experience in the proper use of equipment and utensils, and background on the nutritional needs and requirements for healthy living. Some classes place a heavier emphasis on the nutritional components of a balanced diet, while others concentrate on specific types of food preparation. Although these courses may present career opportunities in the food service industry, their emphasis is not career-related.

22203 Food Science

Food Science courses offer opportunities to study the composition, structure, and properties of foods and the chemical changes that occur during the processing, storage, preparation, and consumption of food. These courses often explore the effects of various materials, microorganisms, and processes on food products through laboratory experiments.

22204 Child Development/Parenting

Child Development/Parenting courses provide students with knowledge about the physical, mental, emotional, and social growth and development of children from conception to pre-school age. In addition, these courses help students discover how parents should respond to the various stages of childhood. Course content typically includes topics such as prenatal and birth processes; responsibilities and difficulties of parenthood; fundamentals of children's emotional and physical development; and the appropriate care of infants, toddlers, and young children.

22205 Clothing/Sewing

Clothing/Sewing courses introduce students to and expand their knowledge of various aspects of wearing apparel, sewing, and fashion. These courses typically include wardrobe planning; selection, care, and repair of various materials; and construction of one or more garments. They may also include related topics, such as fashion design, fashion history, the social and psychological aspects of clothing, careers in the clothing industry, and craft sewing.

22206 Life Skills

Life Skills courses provide students with information about a wide range of subjects to assist them in becoming wise consumers and productive adults. These courses often emphasize such topics as goal-setting, decision-making, and setting priorities; money and time management; relationships; and the development of the self. Practical exercises regarding selecting and furnishing houses, meeting transportation needs, preparing food, selecting clothing, and building a wardrobe are often integral to these classes. In addition, specific topics such as insurance, taxation, and consumer protection may also be covered.

22207 Self-Management

Self-Management courses introduce students to the skills and strategies helpful in becoming more focused, productive individuals. These courses typically emphasize goal-setting; decision-making; managing time, energy, and stress; and identifying alternatives and coping strategies. They may also allow students to explore various career and lifestyle choices.

22208 Family Living

Family Living courses emphasize building and maintaining healthy interpersonal relationships among family members and other members of society. These courses often emphasize (but are not limited to) topics such as social/dating practices, human sexuality and reproduction, marriage preparation, parenthood and the function of the family unit, and the various stages of life. They may also cover topics related to individual self-development, career development, personal awareness, and preparation for the responsibilities of a family member and wage earner.

22209 Personal Development

Similar to Family Living courses, but more focused on the individual, Personal Development courses emphasize strengthening self-esteem, recognizing and resisting negative peer pressure, and developing coping skills for dealing with changes within one's self and within others. These courses may also have a substance-abuse prevention component.

22210 Consumer Economics/Personal Finance

Consumer Economics/Personal Finance courses provide students with an understanding of the concepts and principles involved in managing one's personal finances. Topics may include savings and investing, credit, insurance, taxes and social security, spending patterns and budget planning, contracts, and consumer protection. These courses may also provide an overview of the American economy.

22211 Home Décor

Home Décor courses provide students with knowledge and skills regarding interior design and decoration of the home for the individual or family. While exploring design principles, personal needs and style, and decision-making, students may have an opportunity to explore such topics as color, texture, furniture styles and arrangement, lighting, window treatments, floor and wall coverings, and home improvement/modification. These courses emphasize personal (rather than commercial) use and application of home décor principles.

22245 Family and Consumer Science—Aide

Family and Consumer Science—Aide courses offer students the opportunity to assist instructors in preparing, organizing or delivering course curricula. Students may provide tutorial or instructional assistance to other students.

22247 Family and Consumer Science—Independent Study

Family and Consumer Science—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to home- and self-management. Independent Study courses may provide students with an opportunity to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

22249 Family and Consumer Science—Other**Support Services****22251 Community Living**

Community Living courses place a special emphasis on the student's relationship to the surrounding community. Instruction varies with the students and their needs; however, these courses provide the skills necessary for independent functioning within the surrounding environment. Course topics may also include available community resources and how to access them, emergency skills, and independent living strategies.

22252 Communication Instruction

Communication Instruction courses are typically individualized according to each student's condition and needs. Increasing the student's communication skills—oral expression, listening comprehension, reading, and writing—is emphasized; communication techniques in several areas (educational, social, and vocational) are often explored.

22253 Social Development Instruction

Social Development Instruction courses teach students the social skills needed for independent functioning within the community. Topics may include self-control, self-expression, obeying rules, decision-making, appropriate situational behavior, interacting with others, and maintaining relationships. Students may develop independence, self-confidence, and self-reliance.

22254 Developmental Support

Developmental Support courses are customized according to each student's condition and needs, emphasizing an increase in skill or control of body and mind function. Examples of support may include refinement of gross and fine motor skills, development of visual perception, and improvement in eye-hand coordination.

All Others**22995 Miscellaneous—Aide**

Miscellaneous—Aide courses offer students the opportunity to assist instructors in preparing, organizing, or delivering course curricula or to assist other staff members in fulfilling their duties. Students may provide tutorial or instructional assistance to other students.

Note: if the particular subject area is known, use the code associated with the Aide course within that subject area.

22997 Miscellaneous—Independent Study

Miscellaneous—Independent Study courses, typically organized as a mentorship with a teacher or outside professional, enable students to conduct investigations related to their field(s) of interest.

Note: if the particular subject area is known, use the code associated with the Independent Study course within that subject area.

22998 Miscellaneous—Workplace Experience

Miscellaneous—Workplace Experience courses provide students with work experience in a field related to their interests. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

Note: if the particular subject area is known, use the code associated with the Workplace Experience course within that subject area.

22999 Miscellaneous—Other